

Sanitized - Approved For Release : CIA-RDP54-00177A000100120016-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 6 November 1950

FROM : Chief, Supply Branch

SUBJECT: Monthly Report - October 1950

1. Attached hereto are work progress reports covering the Procurement, Contract and Storage and Issue Sections, Supply Branch.

2. A proposed Supply Bulletin was forwarded and concurred in by your office during the past month. Issuance of such bulletin is to be determined by your office in consultation with the Management Officer before any further action is taken by Supply Branch.

3. Stock levels for special items of supplies carried in stock have been revised which will decrease the average monthly stock on hand.

4. Arrangements have been made with General Services Branch to furnish laborers from Supply Branch to said office each Thursday. This will provide better delivery planning by warehouse personnel by consolidating such requests from General Services Branch on a scheduled date.

5. The CIA catalog is approximately 75% complete and will, when completed, include stock numbers and nomenclature of office furniture and equipment, office supplies and reproduction supplies. Assistance of one auditor as discussed with you will expedite the completion date of said catalog which is tentatively scheduled for 27 November 1950.

6. The CIA flag will be shipped Friday, 10 November 1950, and will be available not later than 15 November 1950, per Mr. Geng, Philadelphia GM Depot.

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NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGED TO TS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 28 MAR 1978 By: 628

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VOLUME

Procurement Section

1. Requisitions

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Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders

Prepared and issued.....
Total amount expended.....
Printing and Binding Estimates.....
Petty Cash expenditures.....
Total expenditures.....

Contract Section

1. Contracts completed

Supply.....3
Service.....1
Lease.....0

2. Amendments to contracts completed

Supply.....0
Service.....1 Dec lease
Lease.....0

3. Contracts pending

Supply.....1
Service.....5
Lease.....1

4. Amendments to contracts pending

Supply.....0
Service.....4
Lease.....0

5. PES Agreements completed

Supply.....0
Service.....0
Lease.....0

6. Invitations to Bid pending.....2

7. Total authorized obligations...

Storage and Issue Section

1. Requisitions

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Received during month.....
Completed.....
Pending.....

Account No. 2 - Office Supplies.....
Account No. 3- Office Equipment.....
Account No. 5 - Medical Supply Account.....
Account No. 6 - General Supplies.....
Account No. 8 - Surplus Property Account.....

2. Cargo and domestic shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA buildings:
Number of job orders.....
Man hours required.....

4. Identification control records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture repairs

Service Calls.....
Shop Calls.....
Estimated dollar value of all work.....

7. Monetary Value

Supply Account No. 1.....
Supply Account No. 3.....

7. Monetary Value (continued)

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Supply Account No. 4.....
Supply Account No. 5.....
Supply Account No. 6.....
Supply Account No. 8 (Surplus).....

Books.....
Balance as of 31 October 1950.....

Expendable Property (Supply Accounts)

Supply Account No. 2 (Regular).....
Supply Account No. 2 (Reproduction).....
Supply Account No. 5.....
Supply Account No. 6.....
Supply Account No. 8 (Surplus).....
Total.....

Property In Stock (Supply Accounts)

Supply Account No. 2 (Regular).....
Supply Account No. 2 (Reproduction).....
Supply Account No. 3.....
Supply Account No. 5.....
Supply Account No. 6.....
Supply Account No. 8 (Surplus).....
Total.....

Issues From Stock

Supply Account No. 2 (Regular).....
Supply Account No. 2 (Reproduction).....
Supply Account No. 3.....
Supply Account No. 5.....
Supply Account No. 6.....
Supply Account No. 8 (Surplus).....
Total.....